

DEPARTMENT OF SOCIAL SERVICES

744 P Street, Sacramento, CA 95814



February 28, 2001

ALL-COUNTY INFORMATION NOTICE I-16-01

REASON FOR THIS TRANSMITTAL

- ☐ State Law Change
- ☐ Federal Law or Regulation Change
- ☐ Court Order or Settlement Agreement
- ☐ Clarification Requested by One or More Counties
- ☒ Initiated by CDSS

TO: COUNTY WELFARE DIRECTORS

SUBJECT: CLARIFICATION OF REPORTING METHODOLOGY
COUNTY TEMPORARY ASSISTANCE FOR NEEDY FAMILIES (TANF)
WORK PARTICIPATION RATE MONTHLY REPORT (WTW 30)

REF: ACL 99-85

The purpose of this letter is to reiterate federal instructions that states and local agencies must follow in calculating work participation rates and to provide counties with clarification regarding the completion of the County TANF Work Participation Rate Monthly Report (WTW 30). After reviewing the WTW 30 reports submitted by the counties and as a result of conversations with county staff, the Data Systems and Survey Design Bureau (DSSDB) is issuing the following clarifications:

I. EXEMPTION FROM THE WTW 30 CASE REVIEW

The purpose of the WTW 30 is to report the **federal** TANF work participation requirements that are used to calculate the federal participation rate of each California county. The federal TANF work participation requirements differ substantially from those of the California Work Opportunity and Responsibility to Kids (CalWORKs) Program. Many CalWORKs welfare-to-work requirements, including work activities and exemptions, are not allowed to be included in the TANF work participation calculation. For example, there is only **ONE** federal exemption that may remove an adult or minor head-of-household's case from the Work Participation Rate denominator: a single parent with a child under one year of age may be exempted. **NONE** of the other CalWORKs exemptions apply for federal work participation rate calculation purposes. (Please see **Section II. Work Participation Case Review** for a discussion of the federal employment activities permitted.)

During recent discussions with counties, the following reasons for dropping cases from the review sample were provided. These case situations are **NOT** allowable reasons to drop a case from the work participation rate calculation:

- Aided adult is 65 years old – Under the final TANF rules, there is no upper age exemption from the welfare-to-work requirements. Based on the federal requirements for calculating the participation rate, this adult must be included in the review sample.
- Adult is not aided due to sanction – Based on federal guidance, a sanctioned adult may be excluded from the denominator no more than three months in the past 12 months. After the third month of sanction within 12 months, the sanctioned adult's case is returned to the denominator and the case is included in the review sample.
- Adult or teen head of household is not participating but the case worker did not impose a sanction – A non-participating, unsanctioned adult or teen head-of-household is counted in the denominator and the case is included in the review sample.
- Medical exemptions – There are no medical exemptions from the TANF work requirement. The adult must be in the review sample.
- Zero Grant Cases – These cases are included in the review sample:
 - (1) The payment is not sent due to a penalty that reduced the grant to zero; or
 - (2) The grant amount is \$10 or less (i.e., a grant of \$1 to \$10 but not issued due to MPP 44-315.5); or
 - (3) The grant for the Assistance Unit (AU) is reduced to zero to adjust for a prior overpayment; or
 - (4) The grant, based on 'On-the-Job' Training, is diverted to the employer as a wage subsidy to offset the participant's wages.

The following case situations **ARE** allowable reasons to drop a case from the work participation rate calculation:

- Single parent with a child under one year of age – The aided adult or teen head of household is exempt from the TANF work requirements and the case is not included in the review sample.
- Two Parent case – A two-parent family is defined as an AU that includes two, aided, non-disabled, natural or adoptive parents of the same aided or SSI/SSP minor child (living in the home), unless both parents are aided minors and neither is the head-of-household. A case that meets this definition is a state-only case and the case is not included in the TANF sample.
- Zero Parent (Child Only) case – There are no aided adults in the AU because the adult caregivers are non-needy. The case is not included in the TANF sample.
- CalWORKs recipients who receive a fifth paycheck that renders them income ineligible for TANF for that month – Once each quarter, the monthly work weeks yield a fifth paycheck that makes the recipient income ineligible for TANF assistance. These working recipients' cases are placed in suspense rather than being discontinued. This individual is TEMPORARILY excluded from the work participation formula because he/she failed to receive TANF assistance during the

month in which a fifth paycheck was received. The next month, if income eligible and otherwise TANF eligible, the recipient is returned to the denominator and numerator.

- Discontinued case – The TANF aid to the case was discontinued for the sample month. The case is not included in the review sample.
- Inter-County Transfer case – No TANF aid to the case was paid by the sampling county in the sample month because an Inter-County Transfer (ICT) of the TANF eligibility was completed to another county or state. The case is not included in the departing county's review sample.
- Cal-Learn Non-Head of Household – The teen parent is receiving aid in his/her

Attachment A contains a matrix summarizing some of the CalWORKs AU members who can be dropped and who cannot be dropped from the work participation rate denominator.

II. WORK PARTICIPATION CASE REVIEW

In determining whether the CalWORKs recipient met his/her federal work participation requirements, the county staff reviewing the case record may use the scheduled hours of participation recorded in the case record, absent any case documentation indicating the participant's failure to meet the scheduled hourly participation requirement. The work participation rates are calculated using the federal allowable work requirements. Please refer to Attachment B for the definition and listing of these federal work activities and the calculations necessary for a determination of your county's federal work participation rate.

The DSSDB WTW 30 staff are available to work with you in determining the correct cases to be included in your county work participation rate review and welcome your questions. Training on the completion of the form may be offered, either onsite regionally or by teleconferencing. Please advise us of your interest in such training. The DSSDB staff will assist in resolving any misunderstandings regarding the report's completion and in facilitating the timely submission of accurate WTW 30 data.

III. DECIMAL ROUNDING

The monthly participation rate is rounded to one decimal point. If the second integer to the right of the decimal is 5 or greater, the first number to the right of the decimal should be increased by one, i.e., $49.55 = 49.6$; $49.54 = 49.5$.

County Welfare Directors
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Questions about the completion and submission of the WTW 30 Report form and inquiries regarding available training should be directed to Kathi Nakashima, DSSDB, at (916) 654-1207.

Sincerely,

***Original Document Signed By
Lois VanBeers on 2/28/01***

LOIS VANBEERS
Deputy Director
Research and Development Division

Attachments

TANF WORK PARTICIPATION REQUIREMENTS

AU Member	Mandated to Participate in TANF?	Can be dropped from the WTW 30 Report Column 2?
An individual who reaches age 60 and older.	Yes	No
An individual who is disabled and has medical verification.	Yes	No
A woman who is pregnant with medical verification that the pregnancy impairs her ability to be regularly employed.	Yes	No
A single parent with a child under one year of age.	No	Yes
Two Parent Case – two aided, non-disabled, natural or adoptive parents of the same aided or SSI/SSP minor child (living in the home).	No	Yes
Needy Non-Parent Caretaker relative who has primary responsibility for caring for a child.	Yes	No
Adult caregiver(s) who are non-aided adults caring for child(ren) in the AU. (Child only case)	No	Yes
An individual caring for an ill or incapacitated person residing in the home.	Yes	No
Zero Grant Cases – the payment is not sent due to a penalty; the grant amount is \$10 or less; the grant for the AU is reduced to zero for a prior overpayment adjustment; the grant is diverted to the employer as a wage subsidy.	Yes	No
Individual receives a quarterly 5th Paycheck (see page 2 of letter for description).	No	Yes
Cal-Learn head of household – individual is participating in Cal-Learn and receiving his/her own aid.	Yes	No
Cal-Learn non-head of household – individual is participating in Cal-Learn when receiving aid in his/her parents' AU.	No	Yes
Child 16, 17, or 18 attending an elementary, secondary, vocational or technical school on a full-time basis.	No	Yes
An adult or minor who is not the head of household or is not married to the head of household and receiving TANF funded aid in his/her parents' AU.	No	Yes

TANF WORK PARTICIPATION RATE
WTW 30
GENERAL INFORMATION AND INSTRUCTIONS

DEFINITIONS AND INSTRUCTIONS

(Column 1) All Families Meeting Work Participation Requirements. Enter the number of All Families cases that meet Federal work requirements. This number will be the numerator in the work participation rate calculation. For a case to be included, it must meet the following conditions:

- a) The family must be included in the work participation rate calculation denominator (see Column 2 instruction below).
- b) One aided adult or minor head of household must participate an average of 30 hours per week. For a single parent with a child under the age of 6 years, the participation requirement is 20 hours per week. The work activities described in (i) through (ix) below may be used to meet these participation requirements.
 - i) Employment including subsidized and unsubsidized private or public employment.
 - ii) Self-employment.
 - iii) Work experience.
 - iv) On the job training.
 - v) Job search and job readiness.
 - (1) Maximum of six weeks may be counted in any Federal fiscal year per individual.
 - (2) Maximum of four consecutive weeks in any Federal fiscal year per individual.
 - (3) Not more than once during a Federal fiscal year, a county may count three or four days of job search and job readiness assistance during a week as a full week of participation.
 - vi) Community service.
 - vii) Providing childcare services to an individual who is participating in a Community Service Program.
 - viii) Vocational Education Training.
 - (1) Vocational education training may only count for a total of twelve months for any individual.

- ix) School attendance for married or single heads of household under 20 years of age.
 - (1) Must maintain satisfactory attendance at a secondary school or the equivalent during the month, or
 - (2) Participate in education directly related to employment for an average of at least 20 hours per week during the month.
- c) After at least 20 hours a week in one or more of the activities in b), the following Federal categories may also count as participation:
 - i) Job skills training directly related to employment.
 - ii) Education directly related to employment for individuals with no high school diploma or Certificate of High School Equivalency.
 - iii) Satisfactory school attendance for individuals with no high school diploma or Certificate of High School Equivalency.
- d) Not more than 30 percent of all of the cases included in the numerator may be deemed as meeting the federal requirement through participation in educational activities as defined in b) viii) and ix).

(Column 2) All Families Not Excluded From Participation. Enter the number of All Families cases not excluded from meeting the work participation requirement. This number will be the denominator in the work participation rate calculation. For a case to be included, it must meet conditions a and b below:

- a) Receive a CalWORKs grant for the month.
- b) Include at least one person that meets one of the following criteria:
 - (i) An adult or minor head-of-household receiving assistance.
 - (ii) An adult or minor head-of household sanctioned (unaided) for more than three months in the past 12 months for failure to comply with program work requirements, whether or not the months of sanction were consecutive.
- c) All single parent cases with a child under one year of age that meet the conditions in a) may be excluded from the denominator.
 - (i) Families that meet the work participation requirements, but would normally be excluded because of a child under one year of age, may be included in both the numerator and denominator.

(Column 3) Monthly Participation Rate. Enter the monthly work participation percentage rate. The work participation percentage rate is equal to the number in Column (1) of this report (the numerator), divided by the number in Column (2) of this report (the denominator).

Comments. The county should use this space to provide a summary of all cases dropped from the caseload or sample.